

Date				Lesson (١) Meaning of regional settings	strategy
Class					brainstorming
Period					dialogue and discussion.

By the end of the lesson students will be able to:

- **Recognize** the meaning of regional settings.
- **Deduce** the main elements of area.
- **Determine** the time difference from one place to another using the computer.

"Preface"

- What do you know about Big Ben clock and Cairo University clock? What is the meaning of time difference?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

The meaning of the regional settings: It is a setting of computer settings in terms of (language - date - time - currency)

To open the Regional Settings window

- From the "**Start**" menu, choose the "**Control Panel**" command.
- From the **control panel**, choose **clock and region icon**.
- Then, **change the date, time, or number formats**
- A dialog box appears, in which you can choose the country, and language settings (Egypt - Arabic Egypt)
- press **OK** or **Apply button** to implement the settings

Note: When you press the additional settings button, a window appears with numbers - currency - date - time) to modify them

Evaluation

What are the main items in the regional settings?

Date				Lesson (2) Choose a specific country	strategy
Class					brainstorming
Period					dialogue and discussion.

By the end of the lesson students will be able to:

- **Display** the countries in the drop-down list.
- **Choose** the country correctly.
- **Control** showing and hiding date on the taskbar.

"Preface"

-How to access regional and language window?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

Steps for selecting a specific country from the regional settings:

- Click **Start** Menu in the taskbar
- Choose **Control Panel**
- From **location** choose the specific country
- Click on **OK** button.

Evaluation

****How do you make modifications in the regional settings to make it Kuwait?**

Date				Lesson (3) Change the computer display style of numbers	strategy
Class					brainstorming dialogue and discussion.
Period					

By the end of the lesson students will be able to:

- **Change** the computer's display of numbers correctly
- **Distinguish** between positive and negative number.
- **Distinguish** between the decimal point and symbols group.

"Preface"

- why do you use numbers? -
- What are the decimal numbers?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

Change the number display format on your computer

- Windows operating system can change the way the numbers and dates are displayed to suit the user's language and country system, allowing flexibility in using operating system.

To do this:

- open **Regional and Language** Options window, as we learned in the previous activity.
- After regional settings window appears, click on the **Additional settings** button
- Another window appears, then select style to display the date, time, numbers, and currency, to make sure to choose the Numbers tab.
- In this tab we can choose the style of punctuation you want, either according to the language settings and according to the context of the sentence from the number switching menu.

Evaluation

***Write the suggested steps for changing the display style of numbers to National.**

Date				Lesson (4) Change the date display style (Hijri - Gregorian)	strategy
Class					brainstorming dialogue and discussion.
Period					

By the end of the lesson students will be able to:

- **Change** the date format display (Hijri - Gregorian)
- **Correctly** alters the history page of the customization.
- **compare** Practically between forms of dates.

"Preface"

-What's the difference between Hijri and Gregorian dates?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

Windows operating system can change number and date display style to suit the user's language and country system, allowing flexibility in using the operating system.

- open the regional settings window.
- From the **Start** menu, choose the **Control Panel** command.
- From the **control panel**, open **Regional and Language Options** icon
- Then press "**Additional settings**" button then choose the Date tab.

Evaluation

Write the steps needed to change the date from Gregorian to Hijri?



Date				Lesson (5) Change the currency display style	strategy
Class					brainstorming
Period					dialogue and discussion.

By the end of the lesson students will be able to:

- **Change** the display style correctly.
- **Choose** the currency rating correctly.
- **Draw** a schematic for the currency dialog.

"Preface"

- What's the importance of currency, and what is the currency of each country?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

As we changed the style of displaying date and numbers in the previous activity, in this activity we will change the style of displaying the currency and time. To do this, the regional settings window should be opened, as we learned in the previous activity, then press the additional settings button, the dialog box appears, and we follow the steps.

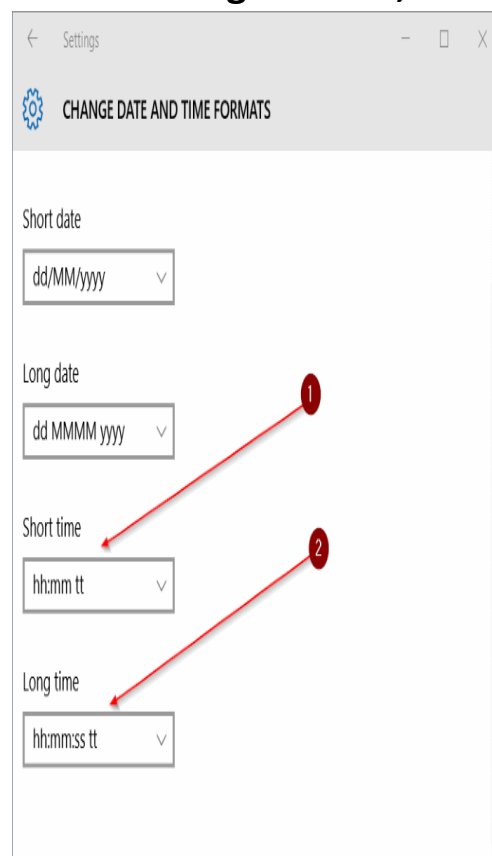
1 .Open the **currency** tab.

2 .choose a **currency symbol** from the list of currency symbols

3 .Click **OK**

** You can change the time display system, whether 12-hour or 24-hour, from the Time tab.

Whereas the selection Hour: HH: mm: ss tt the time is displayed in a 12-hour format, while the selection HH: mm: ss is displayed in a 24-hour format.



Evaluation

How do you change the currency symbol to \$?

Date				Lesson (6) Solve the problem of not having the Arabic language	strategy
Class					Dialogue and discussion - cooperative learning
Period					

By the end of the lesson students will be able to:

- **Select** the language tab correctly.
- **Activate** and save the options in the dialog box.
- **Add** and save the Arabic language to the list of languages

"Preface"

- What are the included languages in language options on your device?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

The Arabic language is chosen as we studied before in the regional settings lesson, but what do we do if we do not find the Arabic language among the language choices?

To solve this problem, follow these steps:

- 1 -open **regional settings** window.
 - 2 -Select **language tab**.
 - 3 -activate the selection Install files for complex script and **right- to- left language**.
 - 4 -Then we press the **OK** button, and the device will ask for the operating system disc to copy the files.
- Then we will find that the **Arabic language** has been added in the list of language choices.

Evaluation

****How can you solve the problem of not having the Arabic language in the language options?**



Date				Lesson (7) Add (install) a new printer	strategy
Class					Dialogue and discussion - cooperative learning
Period					

By the end of the lesson students will be able to:

- **Recognize** the steps for installing a new printer for the computer.
- **Draw** a schematic diagram of the steps of installing a new printer
- **Understand** the importance of the printer as the main output unit.

"Preface"

- What is the output unit that helps in getting data in written form?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

Steps to add a new printer:

- 1- The printer must be connected first to the computer and the power supply.
 - 2- From the start menu, open the control panel window, then choose the Device and Printer icon, a window will open with the printer connected to the device.
 - 3- click on **Add Printer** command.
 - 4- follow the Wizard screens and follow the information that appears until the new printer is defined.
- When we right-click on any of the existing printers: a shortcut menu appears:
- **Properties**: This command helps in identifying the properties of the printer.
 - **Delete**: Deletes the selected printer settings.
 - **Set as Default Printer**: Make the printer the default printer.
 - **Pause Printer**: Pauses the current printer job.

Note: The Printer and Faxes command can be selected from the Start menu to open the Printers window.

Evaluation

Complete: -To add a new printer, press the command.....

Date				Lesson (8) Printer Properties	strategy
Class					Brainstorming – problem solving
Period					

By the end of the lesson students will be able to:

- **Recognize** the characteristics of the printer.
- **Delete** an installed printer.
- **Set** the default printer.
- **Correctly** cancels printer jobs.

"Preface"

- You are giving an order to print a document of 150 pages, and you want to print only the first three pages, what should you do?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

** When right-clicking on a printer from the existing printers:

We are shown a short list of:

- **Properties:** - This helps in helping us with the properties of a printer.
- **Delete:** - to delete the job settings.
- **Set as default printer:-** make photo, avatar.
- **Pausing the Printer:-** Pauses the current printer job.

Evaluation

Complete: -

- ✓ The command is used in making the printer the default for the computer.
- ✓ The command is used in stopping the current printer job.

Date				Lesson (9) Adjusting the sound properties	strategy
Class					Brainstorming – problem solving
Period					

By the end of the lesson students will be able to:

- **Open** and close the sound correctly.
- **Adjust** the sound properties.

"Preface"

- I played an audio clip to listen to it and i found that the sound is weak, what should i do?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

** The volume can be controlled by pressing the digital playback button located at the far right in the taskbar, where it will appear for you to show you the volume control.

Evaluation

How can you control the sound?

Date				Lesson (10) Computer network meaning	strategy
Class					Brainstorming –
Period					learning by playing

By the end of the lesson students will be able to:

- **Recognize** the meaning of computer network.
- **Identify** the components of 'My Network Places' window.
- **Mention** some benefits of networks.

"Preface"

- What does word 'network' mean? And what are the types of networks?

Accompanying activities

Take the students to the computer lab and divide them into groups. Make each group stand in a circle. Hold a colleague's hand and pass a piece of paper between them. Stand apart and try to pass the paper to get to the concept of the grid and its benefits.

Lesson View

****Computer network:** - is defined as two or more computers connected to each other to communicate data between them or for sharing resources purpose.

**** My Network Places window:**

- My Network Places folder is the starting point for browsing the shared resources of other computers on your local network. It is your control center for network resources. This folder presence on the desktop indicates that you have a connection. To access My Network Places, double-click the icon on the desktop.

Networks Benefits:

- Participation in software and resources such as the printer.
- facilitate data transferring and increase storage capacity.
- Ensure the confidentiality and security of data.

Evaluation

****What are the benefits of the network?**

Date				Lesson (11) Types and shapes of networks	strategy
Class					Brainstorming –
Period					Dialogue and Discussion

By the end of the lesson students will be able to:

- **Give** examples for networks from practical life.
- **Recognize** the two types of networks, WAN - LAN
- **differentiate** between the two types of networks, wan-lan.

"Preface"

- What places did you visit and found out that the staff are using computers?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

****There are different types of networks, including: -**

A –Local area network (LAN): - in this type all the connected computers are in the same place

B – Wide area network (WAN): - in this type all the connected computers are far from each other

• **The Internet:** - is the global network that connects all the users around the world to each other.

• **Extranet-** : which is a network that connects two local networks on an international level (two neighboring countries connect their networks with each other to make it one network).

Evaluation

Give some examples for networks from practical life?

Date				Lesson (12) Examples of networks from practical life	strategy
Class					Brainstorming – problem solving
Period					

By the end of the lesson students will be able to:

- **Learn** the meaning of the Internet.
- **Deduce** Internet services.
- **Cite** examples of Internet services

"Preface"

-did you use the Internet before?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

**** The Internet:** A network of millions of devices connected to each other around the world.

**** Internet uses:**

- Chat
- Searching for information
- Advertising.
- E-Mail
- Shopping

**** Steps to search for specific information:**

- Open the Internet Explorer window and go to www.Google.com
- Write the name of the word you want to search for in the text box.
- choose the option (Photos) to search for images only.

Different methods of data and information protection:

-By:

- having firewalls installed on the devices to prevent intruders from entering the devices.
- Making additional copies of information while it is destroyed or stolen, so there is no alternative to it.
- Giving information access only to the responsible people for it.
- Continuous disposal of 'cookies' files, which represent loopholes for hackers' passage to the device.

Evaluation

Give some examples of the usage of the Internet?

Date				Lesson (13) Computer virus	strategy
Class					Brainstorming – problem solving
Period					

By the end of the lesson students will be able to:

- **Learn** the meaning of the word computer virus.
- **Infer** the symptoms of computer viruses.
- **Learn** about the ways that computer viruses spread.

"Preface"

- Give examples for viruses that infect people and their symptoms?

Accompanying activities

Take the students to the computer lab and divide them into groups and ask them the introductory question and ask them to answer it and discuss their answers and explain the main points of the lesson in a practical way.

Lesson View

**** A computer virus:** - they are programs that are written by professional programmers with the intent of harming another computer.

**** Symptoms of infection-** :

- Repeating error messages in more than one program.
- Unable to save message due to insufficient space.
- Repeated disappearance of some executable files.

**** Examples of some viruses:**

- The **Xcopy** virus, which infects the **Partition** and poisons the hard disk and makes it not open directly.
- Ordinary: Ordinary a normal virus does nothing but replicate
- Unlimited: Unlimited targets shared networks and files.

**** Protection programs:**

- Avira
- Norton
- Avast

Evaluation

**** Give examples for protection programs?**